

Follow the Money Trail: Managing SCSEP Budgets for Program Improvement

Presentation for Annual SCSEP Training

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Vision, Mission and Core Values

Vision

Stronger Families for a Stronger Georgia.

Mission

Strengthen Georgia by providing Individuals and Families access to services that promote self-sufficiency, independence, and protect Georgia's vulnerable children and adults.

Core Values

- Provide access to resources that offer support and empower Georgians and their families.
- Deliver services professionally and treat all clients with dignity and respect. Manage business operations effectively and efficiently by aligning resources across the agency.
- Promote accountability, transparency and quality in all services we deliver and programs we administer.
- Develop our employees at all levels of the agency.

Overview

- The allocation process
- Allowable costs
- Program and Finance working together
- Red flags
- Q&A

The Allocation Process (handout)

- Start with Total Federal \$\$
- Calculate match ($\text{Fed\$}/0.9 \times 0.1$) and total
- Split into three statutory categories (75%, 13.5%, 11.5%)
- Then we estimate our state level spending:
 - Staff salary and benefits
 - Mileage and travel costs
 - Annual Training costs
 - Supplies
- Develop the allocation based on remaining Federal and Match \$\$ and Slot distribution (Federal ED)

Match

- As per OMB Circular A-87: State and Local Match contributions must be spent in line with Federal requirements.
- For SCSEP...that is:
 - Enrollee Wages and Benefits
 - Admin
 - Other
- AIMS changes live March 1, 2013. 3 pages to load budget instead of just one. One page for each category with its own Match category. More training to follow

Program and Finance Together

- # of participants
 - 21 training hrs./wk. x 52 wks. x amount of wages/benefits = cost per slot
- Enrollment numbers (exits for reasons other than unsubsidized employment)
- Specialized training (counts as “other” costs)
- Leave (sick leave, approved leave)

Budget Projections and Program Goals

- Known factors:
 - Total amount of money allocated
 - Total number of slots
 - 6 established Core Performance Measures
 - 3 of which your service providers have 100% control
 - Service Level (how many people are enrolled in your program)
 - Service to most in need (who you enroll)
 - Community Service (amount of time each participant spends at HA)
 - Durational Limits of all participants (who will be exiting this year and when)

Projections (cont.)

- If you have 20 slots and a service level goal of 175%...it will take 35 enrollees to meet that goal.
- Budget and Program staff work together to determine how to plan for this:
 - How much does it cost for one participant to be enrolled in the program for 52 weeks?
 - 21 hours/week (target for all enrollees)
 - Minimum wage plus benefits ($\$7.25 + 2.5375 = \9.7875)??
 - $21\text{hrs} \times \$9.7875 \times 52 \text{ wks} = \$10,687.95$
 - $20 \times 10,687.95 = \$213,759.00$ (full enrollment)

Projections (cont.)

- Known: Cost for one enrollee, total estimated amount for full enrollment, participants approaching DLD during PY, Service Level number to reach, your total budget for Enrollee Wages and Benefits.
- Play with the numbers. See what happens if you reduce all enrollee hours to 20. Can you then enroll another participant?
- Program staff should also project who is close to obtaining employment and provide intensive assistance to those participants.

Discussion

- Do you have someone who works financials and a different person who administers the program?
- Do you meet regularly to make financial and programmatic projections at AAA and sub-project level? And how is that working?
- If not, how can we help?

Budget Red Flags (AIMS reports/allowable cost categories)

- Allowable costs (handout) (fixed in AIMS next PY)
- 0% Administration at end of Quarter
- Significantly more/less than approximately 1/12 of budget spent each month
- Significantly less than 50% of budget remaining after Q2
- Significant over-enrollment/under-enrollment

Clearing the Money Trail

- What needs to be clarified?
- What additional tools are needed to help manage budgets?
- What budget “rocks” on your trail need to be removed or re-shaped?